

Jefferson County Position Description

Name:		Department:	Human Resources
Position Title:	Human Resources Coordinator	Pay Grade:	TBD
		FLSA:	Non-exempt
Date:	August, 2015	Reports To:	Human Resources Director

Purpose of Position

The purpose of this position is to manage time-keeping and accrual functions for the County, coordinate the recruitment and selection process and perform other generalist tasks as needed for the Jefferson County Human Resources Department.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Administers overall KRONOS timekeeping for Courthouse and provides training to department heads and staff; directs, problem solves, and coordinates KRONOS payroll timekeeping with other county departments in accordance with county ordinances, FLSA, state and federal regulations.
- Plans, coordinates, and directs the entire employment function for recruitment and selection; develops recruitment strategies, creates/places ads utilizing multi-media, and participates in the interview process as needed.
- Coordinates Employee Performance Appraisal Program, including 360-evaluations.
- Coordinates Unemployment Compensation benefits.
- Conducts new employee orientation in absence of Benefits Administrator.
- Coordinates Wage, Salary and Benefit Accrual Administration, assuring proper records are retained that support and authorize implementation/changes.
- Maintains confidential records in Human Resources Management data base, paper personnel files and medical record files.
- Provides financial and job information for employment verification.
- Performs receptionist duties for Administration and answers general questions from the public.
- Adheres to and promotes safety as a priority in the workplace.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Demonstrates dependable attendance.
- Performs other duties as assigned or may develop.

Non-Essential Duties and Responsibilities

- Serves as backup to the Human Resources Benefits Administrator.
- Serve as Notary Public

Minimum Training and Experience Required to Perform Essential Job Functions

Two year Associate degree-in Human Resources with one to two years' experience with processing payroll and various clerical duties or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Other Requirements:

Hours of Work: Typically Monday – Friday, however, occasional evenings or weekend hours may be required.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date